



2011 BUDGET

Review Meeting

Saturday, October 23, 2010

9:00 a.m.

Penn Room

Although Council Work Sessions are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the work sessions. Comment from citizens or professionals during the work session may be solicited on agenda topics via invitation by the Council President.

- I. Call to Order**
- II. Follow-up Responses**
- III. Police**
- IV. Community Development**
- V. Codes (including discussion re transfer from Police to CD)**

2011 BUDGET FOLLOW UP ITEMS

Assigned to City Auditor

10-16-2010 Review Meeting

1. Franchise Fee Collection - check projection in 2011 Budget
2. Traffic Fines - compare court costs vs. revenue collected
3. Admissions Tax - check projection in 2012 Budget

Assigned to Administration

10-16-2010 Review Meeting

4. Washington County Bond - total amount due, year initiated, amount repaid to date
5. Employee Health Care - present new package information to employees
6. Tax Billing & Collection Costs - Property, EIT, Per Capita, BPT
7. Property Tax Billing to County - Nelson Long & Solicitor
Georgeadis presentation to Council re abilities to undertake collection activities prior to tax sale; collection activities used by other similar municipalities in Berks and PA cities; RFP prior to transfer of collections to County; seek County's permission to undertake private collection activities
8. Act 47 increase of property tax collection by \$800K - check with PFM; also review all collections recommendations in Act 47
9. EIT Collection – overall and obtain progress report from Linebarger
10. Per Capita - discuss transfer to Berks EIT
11. Construction & Trades Permits - permit fees to be charged to BWIC, Goggleworks Apts and Doubletree Hotel
12. Rental Permits - draft ordinance to allow inspection charge of \$240 (approx) year of inspection
13. Budget Goals - present goals and outcomes that are included with the 2011 budget

10-18-10 Review Meeting

14. Aggregate summary of each expense area by category – last 2 years w/ % gain/loss
15. CORRECTION – Auditor's Salary line item should be \$100,812
16. Breakout of Fringe Benefit area – items included and cost or each benefit item

17. Eliminate Healthcare cost in Purchasing as employee already covered through Codes due to marriage
18. CORRECTION – Council Office Community Promotions reduce to \$3,000
19. CORRECTION – Council Office – add Maintenance Agreements line item and add \$7,200 to cover Granicus monthly maintenance fee
20. CORRECTION – Council Office salary line item – add funding for Administrative Assistant position
21. CORRECTION – FT Position Ordinance restore Administrative Assistant position
22. Services Center – savings required in the Act 47 Recovery Plan not realized to make Center cost neutral

10-20-10 Review Meeting

23. Property Tax Collection – costs and effect, pros/cons , define how past practice differs from current practice w/ timeline
24. Housing Permit Collection – snap shot for billing, collection and enforcement

Follow-up Policy Issues for 2011

1. Fleet Services - contract for services to other agencies and municipalities
2. Transiency policy & housing strategy - Jan Finance Meeting
3. Explore purchase of bullet-proof shields for street lights
4. Seek sponsorships for parks and park maintenance
5. PILOT - develop approach to increase PILOTs from non-profits

			2011 Proposed	Correction	Adjustment	FT Pos Ord
Auditor	Salary	01-04-06-4000	99,731	100,812	1,081	
Council	Comm Prom	01-02-09-4740	5,000	3,000	<2,000>	Add 1 Adm Asst
Council	Salary	01-02-09-4000	96,340	126,340	30,000	
Council	Maint Agree	01-02-10-4411	0	7,200		
Council	Fringe Bene	01-02-09-4900	38,029	57,029	19,000	
		Total GF	70,684,459		48,081	

28	Police-Criminal Investigation			
01-08-28-4000	Salaries	2,175,657	2,262,683	87,026
01-08-28-4001	Holiday Pay	116,999	121,679	4,680
01-08-28-4002	Longevity	102,362	106,456	4,094
01-08-28-4003	Clothing Allowance	11,400	11,400	-
01-08-28-4006	Overtime	237,000	246,480	9,480
01-08-28-4007	Court Time	-	-	-
01-08-28-4008	Minor Judiciary	-	-	-
01-08-28-4016	Temporary Wages	5,000	5,000	-
01-08-28-4203	Rentals/Lease	16,440	-	(16,440)
01-08-28-4216	Contracted Services	4,500	4,500	-
01-08-28-4308	Subscriptions	1,100	1,100	-
01-08-28-4317	Dues	510	510	-
01-08-28-4402	Maintenance/Repair Equipment	1,500	1,500	-
01-08-28-4411	Maintenance Agreements	8,750	8,750	-
01-08-28-4510	General Plant Supplies	50,000	50,000	-
01-08-28-4733	Vice Funds	25,000	25,000	-

01-08-28-4803	Vehicles	-	-	-
01-08-28-4900	Fringe Benefits	656,369	781,729	125,360
01-08-28-4902	Police Pension	381,889	877,294	495,405
01-08-28-4913	Social Security	38,435	34,922	(3,513)
28	Police-Criminal Invest.	<u>3,832,911</u>	<u>4,539,004</u>	<u>706,093</u>
29	Police-Special Services			
01-08-29-4000	Salaries	471,087	449,210	(21,877)
01-08-29-4001	Holiday Pay	25,269	26,280	1,011
01-08-29-4002	Longevity	37,339	38,833	1,494
01-08-29-4003	Clothing Allowance	1,400	1,400	-
01-08-29-4004	Salaries Civilian	968,877	981,492	12,615
01-08-29-4005	Overtime Civilian	150,000	154,875	4,875
01-08-29-4006	Overtime	10,000	10,000	-
01-08-29-4007	Court Time	-	-	-
01-08-29-4008	Minor Judiciary	-	-	-
01-08-29-4016	Temporary Wages	-	-	-
01-08-	Temp Office Wages			

29-4017		95,000	95,000	-
01-08-				
29-4202	Printing	2,000	2,000	-
01-08-				
29-4203	Rentals/Lease	7,200	-	(7,200)
01-08-				
29-4216	Contracted Services	74,000	74,000	-
01-08-	Conferences/Trainin			
29-4307	g	25,000	25,000	-
01-08-				
29-4308	Subscriptions	650	650	-
01-08-				
29-4317	Dues	310	310	-
01-08-	Maintenance/Repair			
29-4402	Equipment	20,000	20,000	-
01-08-	Maintenance			
29-4411	Agreements	8,400	8,400	-
01-08-	General Plant			
29-4510	Supplies	70,000	70,000	-
01-08-	Minor Capital			
29-4525	Equipment	6,000	6,000	-
01-08-				
29-4614	Police Academy	25,000	130,000	105,000
01-08-				
29-4900	Fringe Benefits	471,955	606,428	134,473
01-08-				
29-4901	Pension	56,270	102,614	46,344
01-08-				
29-4902	Police Pension	48,960	132,923	83,963
01-08-				
29-4913	Social Security	100,448	106,787	6,339
29	Police-Special			
	Services	<u>2,675,165</u>	<u>3,042,201</u>	<u>367,036</u>

30	Police-Patrol			
01-08-				
30-4000	Salaries	8,800,786	8,476,757	(324,029)
01-08-				
30-4001	Holiday Pay	413,305	429,837	16,532
01-08-				
30-4002	Longevity	249,612	259,596	9,984
01-08-				
30-4003	Clothing Allowance	20,650	20,650	-
01-08-				
30-4004	Salaries Civilian	-	-	-
01-08-				
30-4006	Overtime	732,216	761,505	29,289
01-08-				
30-4007	Court Time	-	-	-
01-08-				
30-4008	Minor Judiciary	-	-	-
01-08-				
30-4016	Temporary Wages	375,000	375,000	-
01-08-				
30-4200	Advertising	-	-	-
01-08-				
30-4202	Printing	-	-	-
01-08-				
30-4216	Contracted Services	5,760	5,760	-
01-08-	Conferences/Trainin			
30-4307	g	-	-	-
01-08-				
30-4308	Subscriptions	600	600	-
01-08-				
30-4317	Dues	1,000	1,000	-
01-08-	Maintenance/Repair			
30-4402	Equipment	2,500	2,500	-
01-08-	Uniforms			

30-4504		90,000	90,000	-
01-08-	General Plant			
30-4510	Supplies	40,000	40,000	-
01-08-				
30-4522	Surgical Supplies	575	575	-
01-08-				
30-4732	Contingency	25,000	25,000	-
01-08-				
30-4803	Vehicles	230,000	230,000	-
01-08-				
30-4625	K9 Maintenance	-	25,000	25,000
01-08-				
30-4626	Veterinary Services	-	25,000	25,000
01-08-				
30-4900	Fringe Benefits	2,695,234	3,306,270	611,036
01-08-				
30-4901	Pension	2,010	-	(2,010)
01-08-				
30-4902	Police Pension	1,512,348	3,349,670	1,837,321
01-08-				
30-4913	Social Security	137,008	91,197	(45,811)
30	Police-Patrol	<u>15,333,604</u>	<u>17,515,917</u>	<u>2,182,313</u>
31	Police-Administration			
01-08-				
31-4000	Salaries	441,005	428,445	(12,560)
01-08-				
31-4001	Holiday Pay	23,977	23,977	-
01-08-				
31-4002	Longevity	15,276	15,276	-
01-08-				
31-4003	Clothing Allowance	1,875	1,875	-

01-08-31-4004	Salaries Civilian	38,000	39,235	1,235
01-08-31-4006	Overtime	2,000	2,000	-
01-08-31-4007	Court Time	-	-	-
01-08-31-4008	Minor Judiciary	-	-	-
01-08-31-4203	Rents/Lease	3,600	-	(3,600)
01-08-31-4216	Contracted Services	5,000	5,000	-
01-08-31-4222	Consulting Services	25,000	25,000	-
01-08-31-4307	Conferences/Training	4,000	4,000	-
01-08-31-4308	Subscriptions	2,040	2,040	-
01-08-31-4317	Dues	8,735	8,735	-
01-08-31-4411	Maintenance Agreements	3,000	3,000	-
01-08-31-4504	Uniforms	3,500	3,500	-
01-08-31-4506	Office Supplies	1,500	1,500	-
01-08-31-4510	General Plant Supplies	4,800	4,800	-
01-08-31-4900	Fringe Benefits	129,792	160,485	30,693
01-08-31-4901	Pension	2,010	4,276	2,266
01-08-31-4902	Police Pension	48,960	106,339	57,379

01-08-31-4913	Social Security	9,791	5,945	(3,846)
31	Police-Administration	773,861	845,428	71,567
30	Police-PMD			
01-08-36-4000	Salaries	942,761	-	(942,761)
01-08-36-4006	Overtime	24,900	-	(24,900)
01-08-36-4016	Temporary Wages	-	-	-
01-08-36-4200	Advertising	500	-	(500)
01-08-36-4210	Abatement	90,000	-	(90,000)
01-08-36-4216	Contracted Services	-	-	-
01-08-36-4226	UCC Education/Training Fee	-	-	-
01-08-36-4307	Conferences/Training	18,000	-	(18,000)
01-08-36-4308	Subscriptions	-	-	-
01-08-36-4317	Dues	100	-	(100)
01-08-36-4504	Uniforms	12,000	-	(12,000)
01-08-36-4510	General Plant Supplies	3,800	-	(3,800)
01-08-36-4522	Surgical Supplies	500	-	(500)
01-08-	Contingency			

36-4739		20,000	-	(20,000)
01-08-				
36-4803	Vehicles	60,000	-	(60,000)
01-08-				
36-4900	Fringe Benefits	343,546	-	(343,546)
01-08-				
36-4901	Pension	47,939	-	(47,939)
01-08-				
36-4911	Penny Fund	950	-	(950)
01-08-				
36-4913	Social Security	69,854	-	(69,854)
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36	Police PMD- Devel. & Insp.			(1,634,850
		1,634,850	-)
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08	Police			
		24,250,391	25,942,550	1,692,159
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36	PMD (included in Police budget for 2010)			
01-10-36- 4000	Salaries	-	983,661	983,661
01-10-36- 4006	Overtime	-	-	-
01-10-36- 4016	Temporary Wages	-	-	-
01-10-36- 4200	Advertising	-	1,000	1,000
01-10-36- 4210	Abatement	-	90,000	90,000
01-10-36- 4216	Contracted Services	-	-	-
01-10-36-	UCC			

4226	Education/Training Fee	-	-	-
01-10-36-4307	Conferences/Training	-	9,000	9,000
01-10-36-4308	Subscriptions	-	-	-
01-10-36-4317	Dues	-	-	-
01-10-36-4504	Uniforms	-	5,000	5,000
01-10-36-4510	General Plant Supplies	-	500	500
01-10-36-4522	Surgical Supplies	-	500	500
01-10-36-4739	Contingency	-	-	-
01-10-36-4803	Vehicles	-	-	-
01-10-36-4900	Fringe Benefits	-	474,564	474,564
01-10-36-4901	Pension	-	102,614	102,614
01-10-36-4911	Penny Fund	-	500	500
01-10-36-4913	Social Security	-	75,250	75,250
36	PMD-Devel. & Insp.	-	1,742,589	1,742,589

10 Community Development
17 Planning
01- Salaries

10-17-4000		52,916	55,049	2,133
10-17-4002	Longevity	-	375	375
10-17-4200	Advertising	1,500	1,500	-
10-17-4202	Printing	1,000	-	(1,000)
10-17-4307	Conferences/ Training	3,000	-	(3,000)
10-17-4308	Subscriptions	200	200	-
10-17-4900	Fringe Benefits	14,158	18,983	4,825
10-17-4901	Pension	2,010	4,276	2,266
10-17-4913	Social Security	3,920	4,211	291

17	Planning	<hr/>			
		78,704	84,594	5,890	
37	Zoning				
01-10-37-4000	Salaries		91,212	95,238	4,026
01-10-37-4106	Temporary Wages	-		-	-
01-10-37-4200	Advertising		19,800	12,000	(7,800)
01-10-37-4235	Fees		18,000	15,000	(3,000)
01-10-37-4307	Conferences and Training		2,000	-	(2,000)
01-10-37-4900	Fringe Benefits		14,158	18,893	4,735
01-10-37-4901	Pension		4,019	8,551	4,532
01-10-37-4913	Social Security		6,758	7,286	528
37	Zoning				
			155,947	156,968	1,021
38	Trades/Mechanical				
01-10-38-4000	Salaries		253,775	233,360	(20,415)
01-10-38-4016	Temporary Wages	-		-	-
01-10-38-4202	Printing		1,000	-	(1,000)
01-10-38-4226	UCC Education & Training Fee		10,800	10,000	(800)
01-10-	Conferences and				

38-4307	Training	9,000	3,000	(6,000)
01-10-38-4308	Subscriptions	500	-	(500)
01-10-38-4317	Dues	1,200	500	(700)
01-10-38-4510	General Plant Supplies	2,000	1,000	(1,000)
01-10-38-4530	Mechanical Testing	10,000	10,000	-
01-10-38-4900	Fringe Benefits	56,228	75,930	19,702
01-10-38-4901	Pension	10,048	17,102	7,054
01-10-38-4913	Social Security	18,899	17,852	(1,047)
38	Trades/Mechanical			
		373,450	368,744	(4,706)
39	CD-Administration			
01-10-39-4000	Salaries	164,526	233,162	68,636
01-10-39-4002	Longevity	-	840	840
01-10-39-4216	Contracted Services	-	10,000	10,000
01-10-39-4238	Physicals	60	60	-
01-10-39-4900	Fringe Benefits	42,474	56,948	14,474
01-10-39-4901	Pension	8,039	17,102	9,063
01-10-39-4913	Social Security	12,648	17,901	5,254
39	Codes-	227,746		

	Administration		336,013	108,267
10	Community Devel.	835,847	2,688,907	1,853,060
